

DATE: _____



PERMIT # _____

6400 El Verde Road, Leon Valley, Texas 78238
Phone: 210-684-1391 x226 Fax: 210-509-8288

TEMPORARY SIGN PERMIT APPLICATION

SUBMITTAL REQUIREMENTS: 1) Application Form, 2) Site Plan/Photo of Site (exact location of where the sign will be placed), 3) Drawing/Photo of Sign (exact sign proposed, dimensions, message, color, shape, and lighting), 4) Letter of Authorization (property owner)

NOTE: PLEASE ALLOW 2-5 BUSINESS DAYS FOR REVIEW

Permit Address:	Applicant Name:	Phone:
SIGN QUESTIONNAIRE TOTAL number of proposed signs: _____ Will signage be located in a Multi-Tenant Center: <input type="checkbox"/> YES: _____ Shopping Center <input type="checkbox"/> NO If YES, what is the TOTAL number of temporary signs installed at the property? _____		
Type of Temporary Sign: <input type="checkbox"/> Banner <input type="checkbox"/> Airborne <input type="checkbox"/> Grand Opening <input type="checkbox"/> Street Banner Sign Measurements: Width _____ Height _____ Total _____ Materials used to construct sign: _____ Sign shape: _____ Sign colors: _____ Sign Message: _____		
Type of Temporary Sign: <input type="checkbox"/> Banner <input type="checkbox"/> Airborne <input type="checkbox"/> Grand Opening <input type="checkbox"/> Street Banner Sign Measurements: Width _____ Height _____ Total _____ Materials used to construct sign: _____ Sign shape: _____ Sign colors: _____ Sign Message: _____		

*****REQUIREMENTS*****

- ❖ A deposit is required for each temporary sign permit issued. The deposit will **ONLY** be returned IF the temporary sign has been removed within 24 hours of permit expiration. If the sign is posted after the permit has expired, your deposit will not be returned.
- ❖ Maximum size for temporary banner signs on the property is 50 square feet and 100 square feet for banner signs placed on the building.
- ❖ Banners **MUST** be mounted or attached to temporary stakes in the ground on the property or **MUST** be securely attached to the building.
- ❖ Street Banners apply **ONLY** to non-profit organizations and may not exceed 4-ft by 36-ft (144 sq feet).

*****OFFICE USE ONLY*****

☐ APPROVED ☐ DISAPPROVED for the following reasons: _____

Reviewed by Bruce Bealor, City Inspector: _____
Signature

☐ APPROVED ☐ DISAPPROVED for the following reasons: _____

Reviewed by Elizabeth Carol, Comm Dev Director: _____
Signature



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LETTER OF AUTHORIZATION

Date: _____

To Whom It May Concern:

This letter authorizes _____
to prepare and submit the following **_SIGN PERMIT APPLICATION_** on Lot(s) _____, Block _____,
CB _____, Subdivision _____, located at _____.

Sincerely,

Signature of Property Owner

Signature of Property Owner

Printed Name of Property Owner

Printed Name of Property Owner

Address

Address

City, State, Zip Code

City, State, Zip Code

STATE OF TEXAS } {
COUNTY OF BEXAR } {

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____ known to me to be the person whose signature is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND and SEAL OF OFFICE this the ____ day of _____, 20_____.

Notary Public, Bexar County, Texas